

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
building, Agency/Post)

1.	JDP on PA + E	27 NOV 1981	Initials	Date
2.				
3.	clps	11/27/81	✓	11/27/81
4.	Bol.			
5.				

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Pete - Per the
attached, let's go
with number # 3

Bol

4 - let's get
gathering ready
for PMAB review
ASAP - let's discuss first

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No. - Bldg.

Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Performance Appraisal Report

FROM

DD/IRQL
1006 Ames

EXTENSION

NO.

DATE

24 November 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OP
5E58 Hqs. *LC*

24 NOV 1981

Ben:

Per our discussion of yesterday, Bob and Irene came up with the following attached four additional versions of the PAR form:

#1. This removes the signature from the written comments which strikes me as a poor idea.

#2. This one has the employee AWP certification following the key elements; the overall evaluation and job/supervision data are on the front page. It appears to be a little fussy.

#3. This one has the employee AWP certification before the key elements and leaves overall evaluation and job/supervision data on the front page. It appears to be less fussy.

#4. Is the same as #3 but with overall evaluation following supervisor comments. This gives the overall evaluation a separate significance removing it from the possibility of being an average of the key elements.

Does one of the above strike you as better?

Another possibility might be to go to the PMAB with a couple of versions and see what their reaction might be

*8. D/Rs - No 3 renders
9. my concern of design -*

*#4 best but
may cut review
comment down
too far - this is*

There may be merit in this one

TAB

Section A General Information

1. Soc. Sec. Number	2. Name (Last, First, Middle)	3. S.D.	4. Sched	5. Grade
6. Affiliation		7. Occupational Title		
8. Office/Division/Branch of Assignment		9. Current Station		10. Hqs.
11. Reporting Period		12. Date Report Due in OP	13. Type of Report	

Section B Qualifications Update

Qualifications Update (Form 444H) is ___ is not ___ attached (submit only if there are changes)

Section C (See Form 451) Key Job Elements--Employee Acknowledgement

I was informed specifically of the key elements of the job at the beginning of the report period. I was also informed of the performance standard(s) used for determining the ratings listed.

Date _____

Typed or printed name and signature (employee) _____

Key Job Element No. 1

Key Job Element No. 2

Key Job Element No. 3

Key Job Element No. 4

Key Job Element No. 5

Key Job Element No. 6

Overall Employee Performance Rating

Taking everything into account about the employee which influences his/her effectiveness on the job, I rate the employee's overall performance at this level. →

Certification By Supervisor

Months employee has been in this position _____	Months employee has been under my supervision _____	Interim Discussion(s) was _____ was not _____ held _____	Reason for NOT showing employee this report is attached yes no
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Date	Title	Typed or Printed Name and Signature
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Employee Certification

I have reviewed my supervisor's comments and discussed my job performance ratings with him/her. My signature does not necessarily imply my agreement with either.	Date	Typed or Printed Name and Signature
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(1)

Section D (See Form 451)

Narrative Comments

By Supervisor

By Reviewing Official

Date

Title

Typed or Printed Name and Signature

By Employee

I have read my reviewing official's comments. My signature does not necessarily imply my agreement with them.

I have ☐ have not ☐ attached a statement containing my comments about this Performance

Date

Approved For Release 2005/12/14 : CIA-RDP92-00420R00040006-0

Typed or Printed Name and Signature

TAB

Section A

General Information

1. Soc. Sec. Number	2. Name (Last, First, Middle)	3. S.D.	4. Sched	5. Grade
6. Affiliation		7. Occupational Title		
8. Office/Division/Branch of Assignment		9. Current Station		10. Hqs.
11. Reporting Period		12. Date Report Due in OP	13. Type of Report	

Section B

Qualifications Update

Qualifications Update (Form 444N) is ___ is not ___ attached (submit only if there are changes)

Section C (See Form 451) Key Job Elements - Employee Acknowledgement

Key Job Element No. 1

Key Job Element No. 2

Key Job Element No. 3

Key Job Element No. 4

Key Job Element No. 5

Key Job Element No. 6

I was informed specifically of the key elements of the job at the beginning of the report period. I also was informed of the performance standard(s) used for determining the ratings listed.

Date _____ Typed or printed name and signature of employee _____

Overall Employee Performance Rating

Taking everything into account about the employee which influences his/her effectiveness on the job, I rate the employee's overall performance at this level. →

Certification By Supervisor

Months employee has been in this position _____	Months employee has been under my supervision _____	Interim Discussion(s) was held _____ was not held _____	Reason for NOT showing employee this report is attached yes no
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By Supervisor

Date	Title	Typed or Printed Name and Signature of SUPERVISOR
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Employee Certification

I have reviewed my supervisors comments and discussed my job performance ratings with him/her. My signature does not necessarily imply my agreement with either.	Date	Typed or Printed Name and Signature
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By Reviewing Official

Date	Title	Typed or Printed Name and Signature
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By Employee

I have read my reviewing officials comments. My signature does not necessarily imply my agreement with them.	I have <input type="checkbox"/> have not <input type="checkbox"/> attached a statement containing my comments about this Performance
Position Title	Typed or Printed Name and Signature

Section A

General Information

1. Soc. Sec. Number	2. Name (Last, First, Middle)	3.S.D.	4.Sched	5.Grade
6. Affiliation		7. Occupational Title		
8. Office/Division/Branch of Assignment		9. Current Station		10.Hqs.
11. Reporting Period		12. Date Report Due in OP	13.Type of Report	

Section B

Qualifications Update

Qualifications Update (Form 444N) is ___ is not ___ attached (submit only if there are changes)

Section C (See Form 451) Key Job Elements--Employee Acknowledgement

I was informed specifically of the key elements of the job at the beginning of the report period. I also was informed of the performance standard(s) used for determining the ratings listed.

Date _____ Typed or printed name and signature of employee _____

Key Job Element No. 1

Key Job Element No. 2

Key Job Element No. 3

Key Job Element No. 4

Key Job Element No. 5

Key Job Element No. 6

Overall Employee Performance Rating

Taking everything into account about the employee which influences his/her effectiveness on the job, I rate the employee's overall performance at this level. →

Certification By Supervisor

Months employee has been in this position _____	Months employee has been under my supervision _____	Interim Discussion(s) was _____ was not _____ held	Reason for NOT showing employee this report is attached yes no
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Section D (See Form 431) Narrative Comments

By Supervisor

Date	Title	Typed or Printed Name and Signature of SUPERVISOR
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Employee Certification

I have reviewed my supervisor's comments and discussed my job performance ratings with him/her. My signature does not necessarily imply my agreement with either.	Date	Typed or Printed Name and Signature
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By Reviewing Official

Date	Title	Typed or Printed Name and Signature
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By Employee

I have read my reviewing official's comments. My signature does not necessarily imply my agreement with them.	I have <input type="checkbox"/> have not <input type="checkbox"/> attached a statement containing my comments about this Performance Appraisal Report.
Date	Typed or Printed Name and Signature

TAB

PERFORMANCE APPRAISAL REPORT

Section A

General Information

1. Soc. Sec. Number	2. Name (Last, First, Middle)	3. S.D.	4. Sched	5. Gra
6. Affiliation		7. Occupational Title		
8. Office/Division/Branch of Assignment		9. Current Station		10. Hqs
11. Reporting Period		12. Date Report Due in OP	13. Type of Report	

Section B

Qualifications Update

Qualifications Update (Form 4441) is ___ is not ___ attached (submit only if there are change

Section C (See Form 451) Key Job Elements--Employee Acknowledgement

I was informed specifically of the key elements of the job at the beginning of the report period. I also was informed of the performance standard(s) used for determining the ratings listed.

Date

Typed or printed name and signature of employee

Key Job Element No. 1

Key Job Element No. 2

Key Job Element No. 3

Key Job Element No. 4

Key Job Element No. 5

Key Job Element No. 6

Certification By Supervisor

Months employee has been in this position	Months employee has been under my supervision	Interim Discussion(s) was held	Reason for NOT showing employee this report is attached yes no
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Section D (See Form 451)

Narrative Comments

By Supervisor

Overall Employee Performance Rating

Taking everything into account about the employee which influences his/her effectiveness on the job, I rate the employee's overall performance at this level. →

Date

Title

Typed or Printed Name and Signature of
SUPERVISOR

Employee Certification

I have reviewed my supervisor's comments and discussed my job performance ratings with him/her. My signature does not necessarily imply my agreement with either.

Date

Typed or Printed Name and Signature

By Reviewing Official

Key Job Element No. 1

Key Job Element No. 2

Date

Title

Typed or Printed Name and Signature

By Employee

I have read my reviewing official's comments. My signature does not necessarily imply my agreement with them.

I have ☐ have not ☐ attached a statement containing my comments about this Performance

Date

Position Title

Typed or Printed Name and Signature